

**THE VIRGINIA BOARD OF SOCIAL WORK  
REGULATORY COMMITTEE MEETING MINUTES  
Friday, April 24, 2015**

The Regulatory Committee of the Virginia Board of Social Work ("Board") convened at 10:06 a.m. on Friday, April 24, 2015, at the Department of Health Professions, 9960 Mayland Drive, Richmond, Virginia. Bernadette Winters, Chair called the meeting to order.

**BOARD MEMBERS PRESENT:** Bernadette Winters, Chair  
Yvonne Haynes  
Dolores Paulson  
John Salay  
Joseph Walsh

**BOARD MEMBERS ABSENT:** Kristi Wooten

**STAFF PRESENT:** Sarah Georgen, Licensing Manager  
Jaime Hoyle, Acting Executive Director  
Elaine Yeatts, Senior Policy Analyst

**MISSION STATEMENT:**

Dr. Winters read the mission statement of the Department of Health Professions, which was also the mission statement of the Board.

**EMERGENCY EGRESS:**

Dr. Winters announced the Emergency Egress Procedures.

**ORDERING OF AGENDA:**

Dr. Walsh moved to amend the agenda to discuss staff suggestions of proposed regulations. The motion was seconded and carried.

**PUBLIC COMMENT:**

Public comment was submitted by Joseph Lynch, Virginia Society for Clinical Social Work ("VSCSW") by email prior to the meeting which was included in the meeting packet for review.

**APPROVAL OF MINUTES** – January 4, 2013 Regulatory Committee Meeting

Dr. Walsh moved that the minutes of the January 4, 2013 meetings be approved as written. The motion was seconded and carried.

**DISCUSSION OF STAFF SUGGESTIONS** – Elaine Yeatts, Sr. Policy Analyst

Ms. Yeatts presented a draft of regulatory changes for consideration by the Committee.

The Regulatory Committee considered the following changes:

18VAC140-20-37 – Licensure; general.

With respect to Licensed Social Workers, the Committee reviewed and deleted the phrase relating to practice in an exempt setting under appropriate supervision.

Dr. Walsh moved to accept the changes as presented. The motion was seconded and carried.

18VAC140-20-40 – Requirements for licensure by examination as a clinical social worker.

The Committee discussed the requirement for taking the licensure examination and considered a specific timeframe upon completion of the applicant's education; however the Committee decided that the requirement may be too burdensome and did not accept any changes to the requirement.

With respect to an applicant submitting a complete application, the Committee discussed that a complete application should be submitted within two years of the completion of the supervised experience.

With respect to an applicant's licensure or certification, the Committee discussed and determined that the applicant should submit a health or mental health licensure or certification where applicable.

The Committee agreed to add a requirement that a current report from the U.S. Department of Health and Human Services Data Bank should be submitted at the time that the applicant submits an application for licensure.

Additionally, the Committee discussed, reviewed, and deleted the phrase relating to an examination passed within five years preceding an application, as this may have been confusing to applicants.

Mr. Salay moved to accept the changes as amended. The motion was seconded and carried.

18VAC140-20-45 – Requirements for licensure by endorsement.

With respect to the applicant's social work licensure, the Committee discussed and agreed to add a requirement that the social work licensure in another jurisdiction should be an active license to ensure competency. Additionally, the Committee discussed and deleted that the license should be in good standing since this requirement was outlined further in the requirements. Furthermore, the Committee discussed and deleted that the license should submit verification of licensure on a board-approved form which reduced the amount of burden on the applicant.

The Committee discussed and determined that the applicant should submit documentation of any other health or mental health licensure or certification if applicable to ensure transparency in the endorsement from other jurisdictions.

With respect to verification of competency, the Committee discussed and determined the requirement of active practice should not be limited to U.S. jurisdictions and did not accept that change as presented.

With respect to verification of competency, the Committee discussed and determined the requirement of active practice should be reduced to 24 out of the past 60 months in order to reduce the burden on the applicant. Additionally, the Committee discussed and clarified that evidence of supervised experience requirements should reflect the specific hours requirements only of the corresponding regulation.

Mr. Salay moved to accept the changes as amended. The motion was seconded and carried.

*18VAC140-20-50 – Experience requirements for a licensed clinical social worker.*

With respect to registration, the Committee discussed and determined that the applicant must register for board-approval whenever there is an addition or change to the location of supervised practice, supervisor or services.

With respect to the hours of experience, the Committee discussed and determined that the applicant should complete 3,000 hours of supervised post-master's degree experience in the delivery of clinical social work services and in ancillary services that support such delivery for clarification.

With respect to the hours of experience, the Committee discussed and determined that the supervised experience should be acquired in no less than two nor more than four consecutive years.

With respect to the hours of experience, the Committee discussed and determined that the applicant shall obtain throughout their hours of supervision a minimum of 1,380 hours of work experience in face-to-face client contact in the delivery of clinical services.

With respect to experience extensions, the Committee discussed and determined that if an applicant does not complete the supervision requirement after four consecutive years of supervised experience, they may request an extension by submission of evidence to the board demonstrating the extenuating circumstances that prevented the completion within the four-year time frame.

With respect to the requirements for supervisors, the Committee discussed and decided to reduce the requirement of post-licensure clinical social work experience to at least two years.

With respect to supervision, the Committee discussed and decided to clarify that the supervisor should not provide supervision for a member of his family.

With respect to the responsibilities of the supervisor, the Committee discussed and determined that there should not be a requirement for supervisors to see the clients of an off-site supervisee.

With respect to the responsibilities of the supervisor, the Committee discussed and decided to specify that the supervisor should evaluate the supervisee on the understanding of the requirements of law for reporting any harm or risk of harm to self or others.

With respect to the responsibilities of the supervisee, the Committee discussed and decided to clarify that the supervisee shall not supervise the provision of clinical social work services provided by another person. The changes were accepted as presented.

Dr. Walsh moved to accept the changes as amended. The motion was seconded and carried.

*18VAC140-20-51 – Requirements for licensure by examination as a licensed social worker.*

With respect to an applicant's licensure or certification, the Committee discussed and proposed that the applicant submit a health or mental health licensure or certification where applicable.

The Committee agreed to add a requirement for a current report from the U.S. Department of Health and Human Services Data Bank at the time that the applicant submits an application for licensure.

Additionally, the Committee discussed, reviewed, and deleted the phrase relating to an examination passed within five years preceding an application, as this may have been confusing to applicants.

Mr. Salay moved to accept the changes as presented. The motion was seconded and carried.

*18VAC140-20-60 – Education and experience requirements for licensed social worker.*

With respect to registration, the Committee discussed and determined that the applicant must register for board-approval whenever there is an addition or change to the location of supervised practice, supervisor or services, except supervision obtained in another U.S. jurisdiction.

With respect to registration, the Committee discussed and determined that the applicant must register prior to the onset of such supervision on a board-approved form and must pay the registration fee required.

With respect to the hours of experience, the Committee discussed and determined that the supervised experience should be acquired in no less than two nor more than four consecutive years.

With respect to experience extensions, the Committee discussed and determined that if an applicant does not complete the supervision requirement after four consecutive years of supervised experience, they may request an extension by submission of evidence to the board demonstrating the extenuating circumstances that prevented the completion within the four-year time frame.

With respect to supervision, the Committee discussed and decided to clarify that the supervisor should not provide supervision for a member of his family or for anyone with whom he has a dual relationship.

Mr. Salay moved to accept the changes as presented. The motion was seconded and carried.

*18VAC140-20-70 – Examination requirements.*

With respect to the examination approval time, the Committee discussed the requirement for taking the licensure examination; however the Committee decided that the current requirement was sufficient and did not accept any changes.

With respect to an applicant re-applying for licensure, the Committee discussed and determined that if an applicant has failed the examination has re-applied twice, he shall be required to complete one year of supervised experience before approval to re-take the examination is granted.

Dr. Walsh moved to accept the changes as presented. The motion was seconded and carried.

*18VAC140-20-110 – Late renewal; reinstatement; reactivation.*

With respect to reinstatement, the Committee discussed and determined that the requirement for reinstatement should apply to licensees that have failed to renew their license for two years. Additionally, with respect to verification of competency, the Committee discussed and determined the requirement of active practice should be reduced to 24 out of the past 60 months in order to reduce the burden on the licensee.

With respect to reactivation, the Committee discussed and determined that the requirement for reactivation should apply to licensees that have been inactive for four or more years. Additionally, with respect to

verification of competency, the Committee discussed and determined the requirement of active practice should be reduced to 24 out of the past 60 months in order to reduce the burden on the licensee.

Dr. Walsh moved to accept the changes as presented. The motion was seconded and carried.

*18VAC140-20-150 – Professional conduct.*

With respect to the right to report, the Committee discussed and determined the addition of a requirement to advise the client of their right to report unethical, fraudulent, or unprofessional conduct of the licensee.

Dr. Walsh moved to accept the changes as presented. The motion was seconded and carried.

*18VAC140-20-160 – Grounds for disciplinary action or denial of issuance of a license.*

The Committee discussed and added a requirement for failure to provide supervision in accordance with the corresponding regulation as required.

Dr. Walsh moved to accept the changes as presented. The motion was seconded and carried.

## **OLD BUSINESS**

Due to time constraints, discussion on supervision breaks, consideration of mid-level licensure/registered supervisees, and unlicensed practice was tabled until the next Regulatory Committee meeting. Further, Ms. Yeatts suggested that the Committee review the public comment submitted by Joseph Lynch prior to the next Regulatory Committee meeting which would be discussed at that time.

## **NEXT MEETING**

Dr. Winters suggested that another Regulatory Committee Meeting be scheduled for June 19, 2015.

## **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 12:20 p.m.

---

Bernadette Winters, Chair

---

Jaime Hoyle, Acting Executive Director